



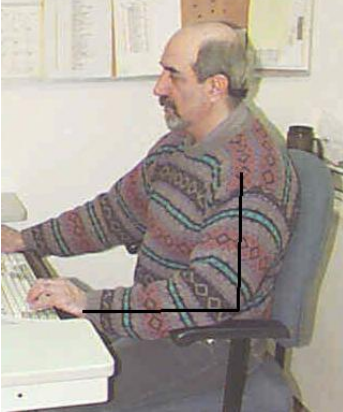
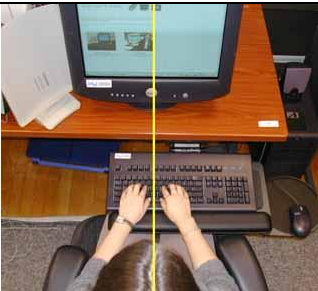




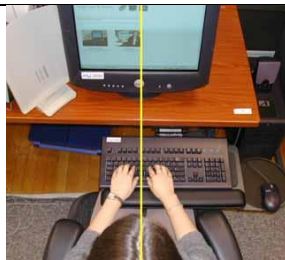
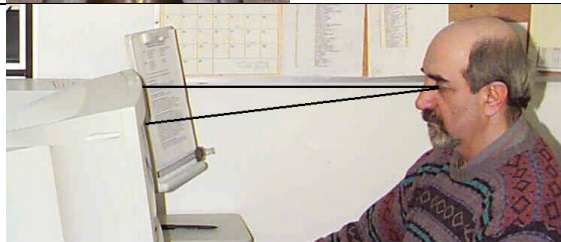
Department of Health and Human Services Employee Safety and Benefits Safety and Health Program


Office Ergonomic Self-Assessment

Step I: Adjust the Chair	
1. Stand in front of the chair. Adjust the height so that the top surface of the seat is just below the knee cap.	
<input type="checkbox"/> a Seat Height is Correct	
<input type="checkbox"/> b Seat Too Low	
<input type="checkbox"/> c Seat Too High	
<input type="checkbox"/> x Chose not to adjust	
2. Sit so that your back is against the back of the chair. Your feet should rest firmly on the floor with your lower legs vertical, and your upper legs with a slight downward slope toward the knee. The clearance between the front edge of the seat and the lower part of the legs should be no less than the width of a clenched fist, and no more than 1/2 your thigh.	
<input type="checkbox"/> a Seat depth is correct	
<input type="checkbox"/> b Seat depth is too short	
<input type="checkbox"/> c Seat Depth is too long	
<input type="checkbox"/> x Chose not to adjust	
3. Adjust the angle and height of the chair back so that the lumbar support contacts the hollow in the lower back, above the junction with your pelvic bones.	
<input type="checkbox"/> a Lumbar support is correct	
<input type="checkbox"/> b Lumbar support too low	
<input type="checkbox"/> c Lumbar support too high	
<input type="checkbox"/> d No lumbar support in chair back	
<input type="checkbox"/> x Chose not to adjust	


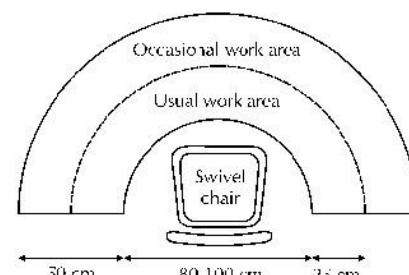
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<p>4. Adjust the angle of the chair back so that you are held with your torso vertical or with a slight backward incline, even when leaning back comfortably against the chair back.</p>		
<p>a Seat back is correct</p>		
<p>b Seat back leans too far backward</p>		
<p>x Chose not to adjust</p>		
<p>5. Adjust the seat pan tilt for comfort, ensuring that upper legs have a slightly downward incline and feet rest firmly on the floor</p>		
<p>a Seat pan tilt is correct</p>		
<p>b Seat pan tilts too far forward</p>		
<p>c Seat pan tilts too far backward</p>		
<p>x Chose not to adjust</p>		
<p>6. Sit with your upper arms comfortably at your sides, your elbows bent, and your forearms held at a slightly downward slope toward the wrists. The armrests should be just barely supporting your elbows and forearms, not touching at all, or far enough away on each side that your forearms move freely without touching them. Adjust armrests or remove them.</p>	<p>Step II: Adjust your keyboard and mouse</p> <p>1. Place your chair directly in front of your keyboard, facing it and the monitor.</p>	
<p>a Armrests properly adjusted</p>		
<p>b Armrests removed</p>		
<p>c Interfere with arm movement</p>		
<p>x Chose not to adjust</p>		
<p>a Positioned properly</p>		
<p>b Cannot position properly</p>		
<p>x Chose not to adjust</p>		



<p>2. Hold your upper arms comfortably by your side, bend your elbows, and hold your forearms horizontally with a slight downward slope to the wrists. Keep your wrists straight and your palms down.</p>		
<p>If you have an adjustable keyboard tray, adjust it so the keys are under your fingers.</p>	<p>If you do not have a height-adjustable keyboard, or your keyboard is on the desktop, raise the height of the chair so that the keys are under your fingers.</p>	
<p>a Keyboard tray height correct</p>		
<p>b Chair raised: feet on floor</p>		
<p>c Chair raised: footrest needed</p>		
<p>d Cannot adjust keyboard or chair</p>		
<p>x Chose not to adjust</p>		
<p>3. Place your mouse at the same height as your keyboard, immediately to the right or left (depending on preference). You should be able to reach and move the mouse with the same arm position as for the keyboard (upper arms vertical, lower arms roughly horizontal).</p>		
<p>a Mouse position correct</p>		
<p>b No room on keyboard tray</p>		
<p>x Chose not to adjust</p>		
<p>Step III: Adjust the Monitor</p>		
<p>1. Align the monitor so that it is directly in front of your chair and keyboard.</p>		
<p>a Positioned properly</p>		
<p>b Cannot position properly</p>		
<p>x Chose not to adjust</p>		
<p>2. The top line of the screen should be no higher than a line horizontal with your eyes. If you wear bifocals, the monitor should be lower, so you don't have to tilt your head back to read the screen.</p>		
<p>a Positioned properly</p>		
<p>b Can't lower monitor enough</p>		
<p>x Chose not to adjust</p>		

3. While seated in the typing position, bring the monitor forward until it is the length of your arms (shoulders to middle fingertips) from you. Adjust as necessary until you don't need to either lean forward or backward to comfortably read the screen.		
a Positioned Correctly		
b Cannot bring close enough		
c Cannot get far enough away		
x Chose not to adjust		
4. Tilt the screen so reflections from lights, windows, and other glare sources do not interfere with reading the screen.		
a Adjusted correctly		
b Glare cannot be eliminated		
x Chose not to adjust		

Step 4: Other Adjustments

1. The best location for source documents is to one side of the monitor at the same distance, height, and angle. A less comfortable but acceptable location is between the monitor and the keyboard, angled toward your eyes for easy reading. A document holder is necessary for either location.		
a Correct		
b Do not have document holder		
x Chose not to adjust		
2. Arrange telephone, calculator, and other office equipment that you use regularly to within easy reach of your arms while sitting in typing position, so you do not have to lean over to reach them. A good solution is a secondary worktable at right angles to your computer table, so you can swivel to reach items.		
a Other items correctly positioned		
b Space not available		
x Chose not to adjust		

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<p>3. Keep space under desk clear of computers, trashcans, and other items that interfere with freedom of movement for your legs.</p>	
<p>a Space is correct</p>	
<p>b Nowhere else to store items</p>	
<p>x Chose not to adjust</p>	
<p>4. Sit at your computer and type awhile. Does any part of your body rest against a hard edge - like the edge of a desk or keyboard tray - which is not padded?</p>	
<p>a No hard edges</p>	
<p>b Hard edges</p>	
<p>Step 5: Finish</p>	
<p>Please Print</p>	
<p>Name</p>	
<p>Job Title</p>	
<p>Supervisor</p>	
<p>Section</p>	
<p>Building</p>	
<p>Floor</p>	
<p>Date</p>	
<p>When you have completed the assessment, give it to your supervisor.</p>	

Step 6: Work Practice Adjustments	
1. Do not rest wrists on the keyboard wristrest while typing.	Wrist rests are for resting your wrists when not typing. Resting your wrists on them and pivoting your fingers over the keys while typing causes your wrists to bend upward. Instead, float your hands over the keyboard when typing, then rest your hands on the wrist rest during pauses.
2. Type using your whole forearm instead of stretching your fingers.	Instead of stretching your fingers or pivoting your wrists to reach keys that are further away, move your hand to the key by extending your arm. Do the same to reach keys to the left and right instead of bending your wrists. Always try to keep your wrists at a neutral (unbent) angle when typing.
3. Alternate between keystrokes and mouse use.	The key to reducing ergonomic stresses is to reduce repetitive motions and static muscle efforts. Save documents sometimes by clicking the Save icon or menu item with the mouse; other times, press CTRL-S to save. Alternate often between the use of the keyboard and the use of the mouse.
4. Quit typing when using the telephone.	When you try to talk on the phone while typing, you have to hold the headset wedged between your head and shoulder. This causes you to hunch your shoulders and tilt your head, and presses these body parts against a hard surface. Quit typing when you are on the phone: this gives your hands and arms a rest from typing activities, and doesn't place you in an awkward position. If your job requires you to be on the phone and type at the same time, request a headset.
5. Break up typing activities at least 5 minutes each hour.	Adjust your work schedule so you are not sitting at the computer typing for more than 50 – 55 minutes at a time. Perform other activities that allow you to change your posture and use other muscle groups, and that give your upper body muscles (shoulders, neck, arms, wrists, and hands) a chance to recover from the typing activities. Even getting out of your chair and stretching will help reduce muscle stress.